



Town Council Members Present:

Marge Herzog, Vice-Mayor
Dennis C. Lipp, Council Member

Others Attending:

Helene Wetherington, Dir. Emergency Management, Calvin-Giordano (facilitator)
Beth McElroy, Sr. Planner, Calvin-Giordano
Matthew Lippman, Town Clerk (NCS)
Clete Saunier, District Administrator, Loxahatchee Groves Water Control District
Ken Johnson, Loxahatchee Groves C.E.R.T.
Pat Johnson, Loxahatchee Groves C.E.R.T.
Nigel Baker, Battalion Chief, P.B.C.F.R.
Lt. David Kronsperger, P.B.S.O. District 3

Town of Loxahatchee Groves

Goal: Develop a simple, clear plan of action for pre and post disaster response through a series of checklists.

Organizational Structure

A. Command: Irv (B) and Matthew (A) (24 hour)

Question: Is there a concern regarding overlap of responsibilities for other jurisdictions?

No – commitments to Loxahatchee Groves. There is organizational depth that will allow personnel to commit.

B. Operations: Councilman Autrey / Council Louda / Vice Mayor Herzog

- a. CERT:
- b. Communications:
- c. Debris Removal: Debris Removal / Debris Monitoring

C. Logistics: NCS – Mary Dunning / Matt Rosenbaum

- a. Coordinate with the county EOC/EOA for additional resources.

D. Finance: Mordecai Contracting (Through the monitoring contract)

E. Planning:

F. Liaisons: The Town would like to have a pre assigned liaison for the Town.

- a. **PBSO** – If it is a Loxahatchee Groves incident only, PBSO would staff to Town's EOC and/or field command. PBSO is not familiar with EOA concept. If the entire county is activated then all ops are worked through the EOC. The SO will assign a liaison to the Town for all incidents. This communication will take place prior to the event when possible. For those Town's that have contractual assigned deputies they stay in the Town during emergencies as well. They can

be pulled out for a specific sort-term emergency, but not on a continuing basis. If there was a widespread disaster then deputies would be widespread. Lox Groves is surrounded by contract cities. Does the Town have full-time dedicated personnel? No.

Will the level of service and response be any different due to not having a full-time dedicated deputy? Absolutely not (Lt. David Kronsperger, PBSO)

- b. **Fire Rescue** – will attend operational briefings. Nigel Baker will assign a liaison to the EOC. Nigel will contact command and notify the Town of their liaison's contact information.
- c. The Town requests that the county agencies supporting cities will attend their operational briefings on a daily basis.

G. Public Information Officer:

- a. Inform the news, the Town, and the command team. Eyes and ears to what is going on to all who need to know (people person, build confidence) coordinate with the Joint Information Center: coordinate with PIOs from all of the other agencies and partners. It is vital that we do not have confusing information calm the folks.
- b. Mayor 1st, vice mayor 2nd – is this preferable due to the potential of constant bombardment. How will they run the Town? Backup from council members?
- c. Disseminate information to the public, coordinate the hotline information, and develop press releases.

H. EOA Liaison: To Be Determined

I. Personal liability protection for volunteers.

Training requirements: ICS 700, 100, 200, 300, 400.

Procedures

CERT: Plays a major role in the Town's response capability. Work closely with the Town's EOC to support mission assignments are resources allow. Once the primary mission is complete, CERT may support EOC mission's assignments.

Volunteers / Spontaneous volunteers

Debris Removal: October 1 new contract.

First Push: handled by the District.

Communications:

It is recommended that the command team and staff have access to backup communications (landlines/cell phones/HAM Radio / Satellite / 800 mgHz/ 400/900 mgHz)
Look

Historically: The towers have not failed in the past. Cellular Phones have typically worked in the western county area. The District has a backup generator. Work closely with the District to ensure communications. If the Town phones go down. Note the Town has not experienced an Andrew level storm. It is important to note that we should be cautious to assume that citizens will be able to respond as they have in the past.

District Facilities: For any uses of district facilities, a letter should be forwarded to Clete for board approval in advance.

Statewide Mutual Aid Agreement: The District is a signatory to the agreement. The Town needs to sign the agreement as well and will adopt a resolution that will have the Town as a signatory to the agreement as well in the next 60 days.

The Town is in EOA 3: There are still some holes in the system: communications in particular. From a Fire Rescue perspective, we are not certain if all of the positions and procedures are firmly operationalized. It is perceived that additional training may be necessary. There are still some opportunities to train, exercise, and coordination communications capabilities. The communications between the EOA and the county EOC. Fire Rescue and PBSO have not committed to staffing the EOA. The locations are mostly libraries – these may need to be hardened. Without a better understanding of the wind loading capability, there are concerns for staff safety. They still need CERT and HAM operators.

Public Information Roles: The Town should draft a formal letter to the WCD requesting use of facilities. Wind loading capability of the facility may be an issue. We want to take advantage of the available resources. If the Town office is not operational then we would like to request use of the facility as a backup.

A. Telephone Citizens Hotline: The Town office has 4 phone numbers that can be rotating. The Hotline 24 hours – the number will be identified and published. We will be recruiting volunteers from the community to help staff this position. The Town would like

B. Website: the PIO will have the ability to maintain the website.

C. Rallying Point for resident information: If phones and internet are all down then Palm's West Chamber of Commerce may be a good point, the elementary schools (not a shelter) may be good except it is geographically undesirable, Red Barn Horse Fee, Loxahatchee Groves Park, churches, Hospital. Service Building at Location TBD. Churches tend to be natural rallying points. This may also be a good point to identify volunteers. Presbyterian Church is also a voting location. One

Town's EOC

The Town should look at have a HAM Radio permanent station and antenna mounted.

Frank Schiola – may serve as a backup to various roles. For a city specific incident he may be able to support the EOC ops.

Concept of Operations:

1. Pre-event Coordination

- a. Contact staff, confirm contact information
- b. Coordinate information coming from county ECO, disseminate to command
- c. Schedule operational briefings.
- d. Designate level of activation, timing of activation, and location of activation.
- e. Identify in advance who the special needs populations are that may be additional assistance in the post disaster environment
- f. Identify the special needs population support volunteer group

2. Activation of the EOC:

- a. Activate phones, hotlines

3. Post Event

- a. Collect assessment information from CERT RIAT and other supporting organizations including Fire Rescue,
 - i. **Rapid Impact Assessment:** 10 areas have been pre-identified utilizing the county RIAT procedure.
 - ii. **Damage Assessment:** Building Code Services –
 - 1. Individual Assistance (Homes and Businesses) – CGA
 - 2. Public Assistance (Infrastructure @ Public Expenditures) – Road signs, debris management, non district roads?)
 - iii. **Food / Water / Ice – County PODs**
 - 1. Direct residents to county sites
 - iv. **Special Needs Populations: Reactive vs. proactive**
 - 1. Delivery of Life Saving Supplies to residents
 - 2. Support basic recovery actions
 - v. **Search and Rescue (county coordination)**
 - 1. RIAT also performed by FR and coordination with CERT to help prioritize mission assignments
 - 2. Coordinated through each Battalion Command Team. Resources are prioritized by Battalion. Special Operations may be requested as needed. Resources may be staged as needed close to the incident site or at a regional level.
 - vi. **Law Enforcement and Security (PBSO):**
 - 1. Priority law enforcement services: Crime calls (non priority calls are eliminated)
 - 2. PBSO does not do traffic control
 - 3. It is not controlled through district level.
 - 4. All mission tasking through EOC.
 - vii. **Water Control District:**
 - 1. Authority is limited rights of way
 - 2. A group of land owners who are isolated are creating some kind of a flooding problem. Is the Town manager authorized to destroy personal property? Florida Statute 252 -
 - viii. **Large Animals:** Process for coordinating stray animals / pre-disaster. Reach out to some folks in the community. Perhaps vet clinics / associations. Information Coordination. Exotic Animals.
 - ix. **Florida Power and Light:** Critical Facilities (primary / secondary) -

Next Actions:

- 1. One more coordination meeting to fill in names and gaps
- 2. Distribute notes to all participants and checklists which are developed
- 3. Conduct a table top exercise to test the plan.

Town of Loxahatchee Groves
Emergency Operations
Organizational Structure

